Phase 1 Desktop Study Document Checklist

A working checklist for clients preparing information for a Phase 1 assessment.

Quick use

A strong Phase 1 Desktop Study depends on the right source information. This checklist helps make sure the consultant has enough material to assess risk properly and recommend the right next steps.

Core project information

Provide a site location plan, red line boundary, address information and a short description of the proposed development so the study is anchored to the right land parcel and end use.

If you already have planning history, prior reports, historic investigations or constraints studies, share them up front to avoid gaps and duplicated effort.

What the consultant is trying to build

The main purpose of a Phase 1 is to develop a conceptual site model, identifying possible sources, pathways and receptors based on the site history, setting and proposed use.

That model then drives the recommendation on whether intrusive investigation, monitoring or other work is needed.

Why this stage matters

A good Phase 1 often saves time later by identifying whether a project genuinely needs a Phase 2 Ground Investigation and by focusing any intrusive work on the right risks.

Weak inputs at this stage can create vague conclusions, over-cautious recommendations or avoidable follow-up questions.

Practical checklist

Tick	Item	Notes
■	Site boundary plan available	
■	Project description provided	
■	Planning history collated	
■	Existing reports gathered	
■	Historic site information shared if known	
■	Time pressure or authority deadlines noted	

Next step

Treat the Phase 1 as the risk map for the project. The clearer the starting information, the more useful the recommendations will be.

This guide is designed as a practical resource to help clients prepare for common environmental, planning and investigation requirements. Use it as a working document alongside your project information.